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RECORDS DISPOSITION BRANCH ACCOMPLISHMENTS  
January - December 1958

Shelf Filing

OCR/Acquisitions Branch

Developed floor plan to provide for the installation of book shelving with a filing capacity of 1400 linear feet. Additional space was required for the expanding book collection.

OCR/IR

a. IR Mock-Up

Assisted the Building Planning Staff and IR in selecting, procuring and installing filing equipment in the test area. Safe cabinets with a replacement value of \$94,240 were returned to the supply system and replaced by new filing equipment costing \$15,000. This provided a 50% savings in floor space utilized by equipment with a 20% increase in filing space.

b. Branch 4

Completed a filing system with \$51,000 worth of equipment in process of being returned to stock and being replaced by new equipment costing \$10,000. A 48% saving in floor space was realized.

OO/Contacts Division

Plans and equipment specifications were forwarded to the [redacted]. If accepted, 27 pieces of safe type filing equipment will be released and available filing space expanded by 29%.

OP/Records and Services

Prepared staff study for DD for Planning and Development recommending open shelf files for official personnel and applicant folders. Conversion released equipment valued at \$15,000 gaining a 25% increase in space.

OCR/Map Library

Plans approved for shelf filing and equipment approved. Shelving will replace filing cabinets valued at \$12,000. Cost of new equipment is \$4,800.

*Shelf filing  
covered last half  
of 1958 when  
program went  
into full operation*

*50% savings in floor space  
50% increase in filing capacity*

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**Medical Staff**

Completed installation of shelf filing replacing 47 5 drawer filing cabinets valued at \$3,750.

**Comptroller/Finance**

Installation of shelving on a trial basis for 300 linear feet of vouchers is proving very satisfactory.

In addition to the above, seven other shelf filing projects are in various stages of completion and will eventually release 241 pieces of filing equipment valued at \$34,364.

**Equipment**

**Office of Communication**

25x1

Recommended the use of a single-wheel Rotary File to be used for the storage and services of stock inventory cards.

**Office of Communications/Engineering Division**

Recommended use of Roto-Rotary File to house and service between 150,000 and 170,000 3 x 5 index cards. Equipment has been purchased and being installed. All cards are now controlled by one clerk, floor space for filing equipment reduced by 40%, a floor loading problem was eliminated and a decrease in filing and finding time is expected.

**OL/Passenger Movement Branch**

Wasted space in a supply cabinet was put to good use by inserting sorting racks on the shelves. Forms used by the office were sorted and placed in racks. The lower half of the cabinet is used for bulk storage. This provided storage for unclassified forms previously stored in safes.

**OE/Contact Personnel Division**

Recommended the conversion from Kardex Safes to Rol-Dex card filing equipment. Proposal was accepted, and if installed, will release \$3,100 in safe type filing equipment.

**FE/Executive Registry**

In collaboration with the Office of Security, prevented the expenditure of approximately \$5,000. This expenditure would have been necessary to provide a protection system and the purchase of Rotary filing equipment for 15,000 name index cards. The office agreed to our proposal to cancel their request and accept Rol-Dex equipment at a cost of \$600.00

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OO/FDD

Office accepted our recommendations for the installation of two rotary files thereby releasing \$4,000 worth of card filing equipment and an estimated 25% savings in finding and filing time will be realized.

Returned a purchase order for 64 - 5 drawer cabinets to OL with recommendation that it be cancelled. Resulted in a savings of \$5,000.

File Space Planning

OGC

Completed floor plans for the Law Library in the New Agency Building. They are for a conference area, filing area and desk space for the Librarian. We also concurred in a request for a small vault room adjacent to the library.

Records Disposal

a. Received for the second year in succession reports from Operating Offices reflecting the volume of records destroyed in offices areas. The amount reported was 10,636 cubic feet of records, double the volume reported in the first year. These records, if retained in 4 drawer safes, would have required 1,329 additional pieces of filing equipment costing \$578,812.

Records Schedules Audited and Revised:

DDS	25 items	57 cu. ft.
OO/C	107 items	1,530 cu. ft.
OCR	325 items	5,020 cu. ft.
LEGIS. COUNSEL	8 items	46 cu. ft.
PERSONNEL	602 items	2,990 cu. ft.
AUDIT	11 items	60 cu. ft.
MEDICAL (In Process)	81 items	670 cu. ft.
Total	1,159 items	10,373 cu. ft.

Records Schedules Reviewed:

OBI	33 items	2,706 cu. ft.
OCR (In process)	494 items	32,592 cu. ft.
Total	527 items	35,298 cu. ft.

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### Records Center

a. With the assistance of Records Control Schedules accomplished the transfer of 11,343 cu. ft. of records and intelligence materials from Headquarters space and equipment to the Center. Application of the schedules at the Center resulted in the destruction of 7,513 cu. ft. of records.

b. The total Records Center receipts of 11,343 cu. ft. of records was equivalent to 1,417 four drawer safe cabinets which would have cost \$806,876 and required 11,343 sq. ft. of floor space.

c. Reference services to Headquarters totaled 16,464 requests for information and records items.

d. The addition to the Records Center was completed increasing total records capacity to 100,000 cu. ft.

### Subject File Systems Installed:

OSR	18
OSI	5
PERSONNEL	8
OSR COUNSEL	1
Total	32

### Vital Materials

a. Changes in Repository coding and control procedures were made for several series of deposits (NIS, Cables, FID Summaries, JAMES, Library Microfilm, etc.) These changes resulted in the adoption of easy manual recording on predesigned forms and the discontinuance of tab card punching operations, thus saving card punch time and tab machine paper.

b. Survey was conducted to review the present Finished Intelligence Collection to determine which publications were vital and how long they should be retained. Prior to the survey, Finished Intelligence composed of 240 series were contained in 36 cabinets. It was determined that 27 series were no longer needed. In 104 of the remaining 213 series, retention periods ranging from 3 months to 3 years were established. This action for one item alone resulted in the destruction of 1,600,000 cards and the withdrawal of 3,884 reels of microfilm.